

# Melanie Fingold, CTRS, MSW, RSW

Individual Therapy Services  
info@melaniefingold.com

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## Policies and Procedures

### **Limits of Confidentiality**

In our sessions, I may collect information about your health history, your childhood history, your current life, including physical and psychological conditions, as well as family history. This information will help me assess your needs and understand the context you are living in, outside of my office. I will only collect information that is necessary and will disclose and protect your information responsibly and securely.

It is important to note that there are some circumstances where I am required, by law, to share your confidential information, under legislation such as *The Child and Family Services Act*. The limits to my confidentiality include the need for sharing pertinent information with supervisors, allied professionals and appropriate accreditation bodies. In addition, I have a duty to report your information if I feel that you are a risk to yourself or others, if a child is in harm's way, or if client's records are subpoenaed by a court of law.

### **Practice Policies:**

My rate for a 55-minute individual therapy session is \$140. Appointment fees must be paid in full **before** the scheduled appointment. Payments can be made by E-Transfer. I require notice of 24 hours in advance to cancel any appointment. Cancellations within 24 hours of our scheduled appointment will be billed in full.

I do not provide emergency services. In the case of an emergency, clients should contact their family doctor, dial 911, or go to the Emergency department of the nearest hospital. Crisis lines are also available for support 24/7 (the Gerstein Crisis Centre can be reached at 416-929-5200).

### **Insurance Coverage:**

I am a registered Social Worker with the Ontario College of Social Workers and Social Service Workers. Registered Social Workers are now authorized as "medical practitioners" for the purpose of claiming medical expenses. Counseling services provided by a Registered Social Worker (RSW) can be claimed as a medical expense tax deduction when you file your income tax return. You can let me know if you need support in this process.

Additionally, if you have benefits or insurance coverage, Registered Social Workers are frequently covered. Check with your insurance provider to find out the details of your coverage. After our appointment, I will provide you with a billable receipt that can be submitted to your insurance provider for reimbursement.

***I have read and fully understand the above-stated limitations of confidentiality, as well as the practice policies and 24-hour cancellation policy.***

Client Name (please print): \_\_\_\_\_ Client Signature: \_\_\_\_\_

Guardian Name & Number (if under 16 years old): \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_